

State of California



Department of the Youth Authority

Open Statewide Examination for  
**RESOURCE SPECIALIST, SPECIAL EDUCATION**  
Continuous Filing

*Note: This bulletin cancels and supersedes the bulletin issued December 1, 2000.*

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE	This is an open statewide examination. Applications will not be accepted on a promotional basis.
HOW TO APPLY	<p>State applications (Form 678) are available at Youth Authority offices and facilities; the State Personnel Board at 801 Capitol Mall, Sacramento; at the State Personnel Board's Web site, <a href="http://www.spb.ca.gov">www.spb.ca.gov</a>; and at offices of the Employment Development Department.</p> <p>Applications may be filed in person or by mail with:</p> <p>Department of the Youth Authority Personnel Management Services Division 4241 Williamsborough Drive, Suite 115 Sacramento, CA 95823</p>
FILING INFORMATION	Applications will be accepted on a continuous basis subject to the needs of the Department.
EXAMINATION INFORMATION	The entire examination will consist of completion of a <b>mandatory</b> Supplemental Application.
SALARY RANGE	<p>\$4,629.00-\$5,907.00</p> <p>A "9/12," "10/12" or "11/12" pay plan may be available to the employee who elects to be employed under this plan, with the approval of the hiring facility. An employee who elects to be employed and paid under the "9/12," "10/12" or "11/12" pay plan receives the salary earned during a 9-month, 10-month or 11-month work year in 12 monthly installments. Further information regarding the plan will be available at the time of hiring.</p>
REQUIREMENTS FOR ADMISSION TO THE EXAMINATION	<p><i>Note:</i> It is your responsibility to make sure you meet the entrance requirements. Your signature on your application indicates that you read, understood, and possess the basic qualifications required.</p> <p>Candidates with only an Emergency Credential and/or an Adult Education Credential shall be excluded from the examination. All credentials must be issued by the California Commission on Teacher Credentialing.</p>
MINIMUM QUALIFICATIONS	<p>Possession of a valid Special Education Credential other than an Emergency Credential <b>AND</b></p> <p><b>either</b></p> <p>Possession of a Preliminary Resource Specialist Certificate of Competence issued by the Commission of Teacher Credentialing</p> <p><b>or</b></p> <p>Possession of a Clear Resource Specialist Certificate of Competence issued by the Commission on Teacher Credentialing.</p> <p><i>Note: Applicants must submit copies of their credential(s) and valid license at the time of application.</i></p>
ADDITIONAL DESIRABLE QUALIFICATIONS	In appraising the relative qualifications of candidates, consideration will be given to persons who have experience working with emotionally disturbed or delinquent adolescents and young adults.

(Continued on reverse.)

SPECIAL PHYSICAL REQUIREMENTS	<p>Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of youthful offenders.</p> <p>Assignments during tour of duty may include sole responsibility for the supervision of youthful offenders and/ or the protection of personal and real property.</p>
CONDITIONS OF PRE-EMPLOYMENT	<p>Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the Department of the Youth Authority's Education Services Branch shall undergo a thorough background investigation prior to appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, <b>“No person who has been convicted of a violent or serious felony shall be employed by a school district.”</b></p>
THE POSITION	<p>A Resource Specialist, Special Education participates as a member of the Individual Education Program (IEP) team; implements and monitors IEPs of students assigned to a caseload; provides instruction/related services to students who have been identified as Special Education students; consults with staff; administers academic diagnostic tests; develops instructional materials and strategies for Special Education students in the mainstream classroom; develops and conducts in-services training for total institutional staff; participates in Special Education program evaluations; participates on various institutional committees; and other related duties as assigned. Maintains order and supervises the conduct of youthful offenders; protects and maintains the safety of persons and property; and does other related work.</p>
EXAMINATION INFORMATION	<p><b>This examination will consist of a mandatory Supplemental Application weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained on the Supplemental Application.</b></p> <p><b>Persons who do not return the completed <i>mandatory</i> Supplemental Application will be considered to have withdrawn from this examination.</b> The information on the Supplemental Application will be used to assess, on a competitive basis, each candidate’s relevant experience and job tasks. The Supplemental Application will be evaluated by using a predetermined rating criteria.</p>
EXAMINATION SCOPE	<p>In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining of the Supplemental Application will be on measuring competitively, relative to job demands, each competitor’s:</p> <p><b>Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Educational practices, trends, and theory with emphasis on the principles and techniques of Special Education</li><li>2. Literature in the field of education, particularly as it pertains to disabled children</li><li>3. Principles of educational diagnosis and assessment</li><li>4. Modern teacher training methods</li><li>5. State and federal laws that pertain to education for the disabled</li><li>6. The process of the development and implementation of the Individual Education Program</li></ol> <p><b>Ability to:</b></p> <ol style="list-style-type: none"><li>1. Communicate effectively</li><li>2. Consult and interact with institutional staff</li><li>3. Analyze situations accurately and take effective action</li><li>4. Conduct workshops and staff development activities</li><li>5. Administer and interpret educational diagnostic instruments</li><li>6. Demonstrate effective interaction with students and teachers through the use of modern classroom instructional strategies and material</li></ol>
VETERANS' PREFERENCE CREDIT	<p>Veterans' preference credit will be granted in this examination.</p>
CAREER CREDITS	<p>Career credits do not apply.</p>

GENERAL INFORMATION

**For an examination with a Supplemental Application feature**, it is the candidate’s responsibility to contact the Department of the Youth Authority, Personnel Management Services Division, Examination Unit, 4241 Williamsborough Drive, Suite 115, Sacramento, CA 95823, (916) 262-1338, three weeks after the final filing date of his/her state application if he/she has not received a Supplemental Application.

**If you meet the requirements stated on this bulletin** you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of the Youth Authority** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible lists:** Eligible lists established by competitive examinations, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multi-departmental promotional; (4) servicewide promotional; (5) departmental open; and (6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**General qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and have a state of health consistent with the ability to perform the assigned duties of the class. A medical examination shall be required for all applicants. In open examinations, fingerprinting and investigations of employment records and personal history shall be required.

**Veterans' preference credit:** California law limits the granting of veterans preference credit to entrance examinations. When credit is granted in an open examination it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans' preference credit and definitions of "veteran" and "disabled veteran" are available on the application for veterans preference form (SPB Form 1093), which is available from State Personnel Board at 801 Capitol Mall, Sacramento, CA 95814 or by contacting the Department of the Youth Authority at (916) 262-1338. Due to the changes in the law, which were effective January 1, 1996, *veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credit.*

**Policy of nondiscrimination on the basis of disability and equal employment opportunity statement:** The Department of the Youth Authority does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Information concerning the provisions of the Americans with Disabilities Act (ADA), and the rights provided thereunder, are available from the ADA Manager, Equal Employment Opportunity/Community Participation Office, 4241 Williamsborough Drive, Suite 201, Sacramento, CA 95823, (916)262-1475.

**Appeal information:** You may file a written appeal to the State Personnel Board at P.O. Box 944201, Sacramento, CA 94244, to review your rating if you believe that the panel failed to follow prescribed standards or procedures or misinterpreted the minimum qualifications prescribed for the class; or if you can demonstrate that the rating was the result of fraud, or of discrimination within the meaning of Sections 19702 or 19703 of the Government Code, or of other improper acts or circumstances. *The appeal must be filed within 30 days after the notice of examination results were mailed and must state the facts, information or circumstances upon which the appeal is based.* Appeals are heard by the State Personnel Board in public hearings held in Sacramento, San Francisco and Los Angeles.

MISSION AND VALUES

**The mission of the Youth Authority** is to protect the public from criminal activity by providing education, training and treatment services to youthful offenders committed by the courts; directing these offenders to participate in community and victim restitutions; assisting local justice agencies with their efforts to control crime and delinquency; and encouraging the development of state and local programs to prevent crime and delinquency.

In order to enhance our ability to accomplish our mission, we have a shared set of values. **We value:**

- The worth of the individual:** We treat all people with dignity, respect and consideration.
- People's ability to grow and change:** We believe people have the ability to grow and change, and we provide the opportunity for them to do so.
- Staff as our greatest resource:** We encourage staff to develop personally and professionally and to participate in decision-making.
- Ethical and moral behavior:** We demonstrate a behavior which is fair, honest, and ethical both on and off the job.
- Citizen participation:** We invite public involvement, support and assistance to plan, deliver and evaluate programs.
- Excellence:** Our performance demonstrates a commitment to and recognition of quality, dedication and innovation.
- A safe and healthy environment:** We believe that physical and mental health are important and our commitment is to provide a safe and secure working and living environment.

Department of the Youth Authority

Personnel Management Services Division  
4241 Williamsborough Drive, Suite 115  
Sacramento, CA 95823  
Telephone: (916) 262-1338  
Toll-free: 1-866-466-4CYA (4292)  
Web site: www.cya.ca.gov

California Relay Service for the Hearing Impaired  
From TDD phone: 1-800-735-2929  
From voice phone: 1-800-735-2922

Recorded examination line: (916) 262-1328